

# Basic Resume Guide



## What is a Resume?

A resume is a summary of who you are and your experience to be given to a potential employer. The goal when you submit a resume in an application is to get invited to an interview and hopefully get the job.

Resumes are the most common document to submit when applying for a job and as a result they are one of the most important parts to master. Employers spend less than a minute on deciding whether or not they will read the whole resume or move on to the next so it is important to give them important information that is easily accessible.

## What's the difference between a Resume and a CV?

A resume is a one to two page document summarizing your experience and skills. It encapsulates briefly all the relevant information employers need to know about you when making hiring decisions

CVs are longer documents that go in-depth about your experience, particularly your education. These documents are used particularly for academic and scientific positions, as well as grad school.

Resumes and CVs are not interchangeable, though some employers will allow you to submit either. If given the option, use your best judgment but usually a resume will be preferable.

## Resume Length

Resumes can be one or two pages in length depending on the position, and your own experience level.

For entry level positions one page is probably the best as employers are not looking for lots of experience. For more advanced positions, or other positions that require more skills and experience, two pages is likely what you will need.

## What to Include in Your Resume

Resumes are made up of sections to summarize who you are. There are a lot of different potential sections to include based on your experience, skills, and accomplishments as well as what the employer is looking for. The most important sections that should be in all of your resumes are **Contact Information**, **Education**, **Work Experience**, and **Skills**.

## Basic Resume Formatting

Resumes start with your contact information at the top of the page. After that, you must choose which sections to include and which order. When deciding, think about the job you are applying to and what would be the most important. For many STEM jobs, especially tech, education and

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skills are probably going to be more important than work experience, especially as a new graduate. For other positions, such as public work, work experience (and volunteer experience) will likely be more valuable.

Regardless of what order you choose, we have some general guidelines for how you should format your sections. For **education** and **work experience** you should:

- Include the title of your degree/position.
- Include the start and end dates.
  - Be consistent when formatting your dates throughout your document.
  - MM/YYYY-MM/YYYY is what we recommend.
- Include the title of the institution.
- Include the location of the institution.
  - If in Canada, use the city name and the province abbreviation.
  - If outside of Canada, use the city name and the country name.
- Include two to five bullet points describing your relevant experience.
- Order your experiences reverse chronologically, starting with your most recent experience.

For the skills section you should:

- Include 5-10 skills.
  - If on the lower end, try to explain them.
  - If on the higher end, limit how many you mention.
- Tailor the skills to the job description.
- Ensure they are reflected in your experience and/or cover letter.

## **Format Examples**

### *Education*

#### **Bachelors of Art – History**

Lakehead University

**2018-2021**

Thunder Bay, ON

- Completed coursework covering the histories of peoples across the world.
- Developed skills in research, writing, and presenting.
- Achieved a GPA of 3.9.

### *Work Experience*

#### **Museum Assistant**

Thunder Bay History Museum

**2020-Present**

Thunder Bay, ON

- Managed 250 memberships through Fusion software allowing for ease of maintenance, support, and reporting.

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- Led tour groups of 10 people through the museum combining script and personal knowledge to engage participants in interesting and dynamic tours.
- Used cash registers to complete transactions for customers in a timely manner.
- Assisted in the creation of more than 10 exhibits by researching and procuring materials.

Park Ranger

2020-2022

Algonquin Provincial Park

Huntsville, Ontario

- Enforced park rules and regulations through park standards of practice.
- Used demographic data to plan and lead over 50 educational and community service programs.
- Designed and led park tours for groups of 20 people including children.
- Monitored condition of park's flora and fauna to ensure the park area was preserved.
- Administered first aid in 5 major incidents allowing time for medical professionals to arrive and take care of the casualty.

## *Skills*

**Computing Skills:** Python, C++, Java, Javascript, HTML.

**Software Skills:** Fusion, PRISMA, IMLeagues, MySuccess, Capterra, G Suite, Office365.

## **Additional Information**

Looking for more help? Check out [lakeheadu.ca/careerzone](http://lakeheadu.ca/careerzone) and check out our resources:

- Advanced Resume Guide.
- Cover Letter Guides.
- Interview Tips and Information.
- Job Searching How-To's.
- And more coming soon!

But that's not all! We also have:

- Webinar presentations on youtube.
  - Check out the Lakehead Life account.
- MySuccess:
  - Book Resume & Cover Letter Review Appointments.
  - Look through our Job Bank.
  - Book Job Searching Appointments.
  - Apply for Co-op.
- In-Person Events
  - Career fairs.
  - Employer visits.
  - And more!